

EEOP Short Form



Tue Nov 23 16:48:51 EST 2010

Step 1: Introductory Information

Grant Title:	Branson Police Emergency Communications Project	Grant Number:	2009-SB-B9-2741
Grantee Name:	City of Branson	Award Amount:	\$60,484.00
Grantee Type:	Local Government Agency		
Address:	110 W. Maddux St. Branson, Missouri 65616		
Contact Person:	Sean Barnwell	Telephone #:	417-337-8593
Contact Address:	110 W. Maddux St. Branson, Missouri 65616		
DOJ Grant Manager:	Elizabeth White	DOJ Telephone #:	202-305-1671

Grant Title:	Branson Police Reporting Initiative	Grant Number:	2009-DJ-BX-0679
Grantee Name:	City of Branson	Award Amount:	\$14,701.00
Grantee Type:	Local Government Agency		
Address:	110 W.,. Maddux St. Branson, Missouri 65616		
Contact Person:	Sean Barnwell	Telephone #:	417-337-8593
Contact Address:	110 W. Maddux St. Branson, Missouri 65616		
DOJ Grant Manager:	Elizabeth White	DOJ Telephone #:	202-305-1671

Policy Statement:

The City of Branson, Missouri will provide a work environment that is free from discrimination, including harassment, based on race, color, religion, national origin, sex, military status, age, disability or any other characteristic protected by law. The prohibition against employment discrimination and harassment will extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Unlawful discrimination may include, but is not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion, or the administration of employee benefits. The City may give a veteran's preference in employment to those who may be eligible under applicable state statutes. The City is committed to complying with all applicable federal, state and local civil rights laws that pertain to employment.

Step 4b: Narrative Underutilization Analysis

Step 4b:

The City of Bransons Finance and Personnel Department reviewed the Utilization Analysis (comparing the Citys workforce to the relevant labor market), and noted the following:

1. The City of Branson underutilizes white females by 29% and overutilizes white males by 35% in the job classification category titled Service/Maintenance. Additionally while females were underutilized by 41% and white males were overutilized by 43% in the job classification category titled Protective Services: Sworn-Patrol Officers.
2. White females were under-represented to a lesser extent in the category of Officials/Administrators (-23%).

Although the Utilization Analysis Chart and the review by staff indicated another instance of under-representation, the limited numbers of employees in this category made it difficult to draw any reliable conclusion regarding underutilization.

Step 5 & 6: Objectives and Steps

1. To encourage White females to apply for vacancies in the Officials/Administrators, Service/Maintenance and Protective Services: Sworn-Patrol Officers job categories.

- a. Our organization will review all employment organizational data related to the Officials/Administrators, Service Maintenance and Protective Services: Sworn-Patrol Officers job categories to identify any issues that may pose barriers for women (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).
- b. Based on the internal review of employment data, we will design an action plan within six months of the date of this EEOP to attract more women to the Officials/Administrators, Service/Maintenance and the Protective Services: Sworn-Patrol Officers job categories in the City of Branson. Within 12 months of the date of this EEOP we will review our action plan and evaluate our progress.
- c. We will educate elected officials and department heads regarding the need to look beyond traditional or historic preconceptions regarding gender preferences for Officials/Administrators, Service/Maintenance and the Protective Services: Sworn-Patrol Officers job categories.
- d. We will include in our hiring advertisements for Service/Maintenance and the Protective Services: Sworn-Patrol Officers positions that the position will be filled based upon qualifications and without any preference to applicants of one gender over another.

Step 7a: Internal Dissemination

1. The Citys Finance and Personnel Department at its briefings for employees, as well as at its orientation program for all new employees, will include a discussion of the EEOP Short Form and inform City employees that a copy is available to them from Finance and Personnel upon request.
2. Finance and Personnel will post a PDF file of the EEOP Short Form on the internal electronic communication system for the City.
3. Finance and Personnel will keep a bound copy of the EEOP Short Form on display in the main Personnel Office at City Hall.
4. Finance and Personnel will include a written notice in the new City Employee Handbook, explaining how employees may obtain a copy of the EEOP Short Form.
5. Finance and Personnel will send an email to all employee email addresses on the city system informing employees that

they may obtain a copy of the EEOP Short Form by requesting a copy from the Finance and Personnel Department. This information will also be included in a hard copy message included with each employees paycheck envelope.

Step 7b: External Dissemination

1. The Finance and Personnel Department will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.
2. City of Bransons Purchasing Department, in consultation with Finance and Personnel, will provide written notice to all vendors and contractors that they may obtain a copy of the Citys EEOP Short Form on request.
3. The IT Department, in consultation with Finance and Personnel, will post on the Citys public website a PDF file of the EEOP Short Form that any user may access and download.

Utilization Analysis Chart
Relevant Labor Market: Taney County, Missouri

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	13/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,735/55%	10/0%	0/0%	20/1%	15/0%	0/0%	0/0%	1,300/41%	20/1%	4/0%	4/0%	30/1%	4/0%	0/0%
Utilization #/%	26%	-0%	0%	-1%	-0%	0%	0%	-23%	-1%	-0%	-0%	-1%	-0%	0%
Professionals														
Workforce #/%	7/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,080/45%	15/1%	0/0%	15/1%	0/0%	0/0%	0/0%	1,260/53%	20/1%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	-1%	0%	-1%	0%	0%	0%	-16%	-1%	0%	-0%	0%	0%	0%
Technicians														
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	140/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	225/60%	4/1%	0/0%	4/1%	0/0%	0/0%	0/0%
Utilization #/%	12%	0%	0%	0%	0%	0%	0%	-10%	-1%	0%	-1%	0%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	51/94%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	255/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	0%	0%	2%	0%	0%	0%	-5%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	24/96%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,180/53%	25/1%	0/0%	15/1%	10/0%	0/0%	4/0%	910/41%	19/1%	0/0%	25/1%	35/2%	0/0%	0/0%
Utilization #/%	43%	-1%	0%	-1%	-0%	0%	4%	-41%	-1%	0%	-1%	-2%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	0/-	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	10/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	42/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,700/31%	40/1%	4/0%	25/0%	4/0%	0/0%	0/0%	3,600/66%	8/0%	0/0%	30/1%	20/0%	0/0%	0/0%
Utilization #/%	-12%	-1%	-0%	-0%	-0%	0%	0%	14%	-0%	0%	-1%	-0%	0%	0%
Skilled Craft														
Workforce #/%	34/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,875/94%	4/0%	0/0%	10/1%	10/1%	0/0%	4/0%	85/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	-0%	0%	-1%	-1%	0%	-0%	-4%	0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	31/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,430/49%	160/2%	10/0%	25/0%	25/0%	0/0%	10/0%	3,150/45%	70/1%	10/0%	25/0%	65/1%	4/0%	0/0%
Utilization #/%	35%	-2%	-0%	-0%	-0%	0%	-0%	-29%	-1%	-0%	-0%	-1%	-0%	0%

Significant Underutilization Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Service/Maintenance								✓						

Law Enforcement Category Rank Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Fire Protective Services														
Workforce #/%	36/97%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Parking Control Officer														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Chief														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Assistant Police Chief														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Captain														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Lieutenant														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Sergeant														
Workforce #/%	8/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	24/96%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Donnell Financet Personnel 11-23-17
[signature] [title] Director [date]